

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO

Job Classification: Medical Assistant (Team Recorder)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, the Medical Assistant (Team Recorder) performs various clinical and administrative tasks supporting the treatment team and program management. Assists the treatment team in monitoring treatment plans; keeps records, enters data, and prepares reports; schedules patients' team; performs audits and other related work.

- 75% Create and update treatment plans utilizing a variety of computer programs.** Works collaboratively with other interdisciplinary treatment team members to provide a comprehensive treatment plan for patients; monitors treatment team documents; maintains current team membership roster and tracks due dates. Schedules patients' treatment team meetings, produces and updates the monthly team calendar and ensures that all scheduled dates are within the required time frames per policy. Performs periodic audits and updates the patient's Kardex. Opens draft plans and notifies clinicians when they are available for input; maintains and reviews the task tracking tool; and completes assigned Team Recorder duties within the treatment plan. Ensures that all sections of the plan are completed prior to finalization of the plan. Prints group schedules and ensures a note is written in the patient's chart stating that the Team Conference was held. Ensures required signatures are obtained prior to the treatment plan being filed in the patient's medical record and copies distributed to relevant parties.
- 10% Help to create a clean, safe, and therapeutic environment; apply medical and mental health procedures and techniques; demonstrates professional interactions with patients and maintains therapeutic boundaries. Perform clinical duties which may include obtaining patient vital signs, height and weight, administering vaccinations and tuberculin skin tests, performing infectious disease testing and blood draws.** Adheres to infection control protocols in the use of personal protective equipment. Maintains a safe and secure work environment. Follow safe work practices; order supplies as needed. Assists with staff and patient vaccinations as assigned.
- 15% Attend all trainings, meetings, and committees as directed.** Participates in quality improvements activities such as chart review, audits, and special projects. Assist in the development, revision, and implementation of policies and procedures. Keep records and participate in in-service training programs. Attend meetings as assigned.

2. SUPERVISION RECEIVED

Administrative - Nursing Coordinator
Clinical - Chief Physician and Surgeon

3. SUPERVISION EXERCISED

None.

4. KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

Fundamentals of medical assisting including administration; medical and mental health procedures and techniques involved with patient care; principles used when caring for individuals who are immobile; medical and mental health terminology; and general clinic routines; knowledge of proper use of medical and office equipment, including various generic software.

ABILITY TO:

Apply Medical Assistant procedures as regulated by certification; observe and document symptoms and behavior; maintain accurate records and prepare reports; gain the respect and cooperation of patients and staff; work effectively with patients and the interdisciplinary team; function effectively in an emergency situation; and practice universal precautions.

5. REQUIRED COMPETENCIES**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of individuals/clients being served. Demonstrates knowledge of growth and development of the following age categories:

Adult Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS(TSI)

Applies and demonstrates knowledge of correct methods in the management of Therapeutic Strategies and Interventions.

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Mandatory Abuse/Neglect of Elder/Dependent Adults
- Patients' Rights
- Relationship Security - demonstrates professional interactions with the patients and maintains therapeutic boundaries
- Ability to function as a team player and build working relationships, collaborating with the Interdisciplinary Team, in order to facilitate individualized team conferences.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Medical Equipment: Accu-Chek Monitor, Vital Signs Monitor, Pulmo-Aide Machine, AED
- Has the ability to utilize a PC and the knowledge to use Microsoft Access, Word, Excel, WaRMSS, and other supplemental databases.
- Maintains knowledge of communicable disease transmission and strategies in the prevention and control of such.
- Ability to perform testing for communicable diseases.
- Maintains knowledge in vaccine administration, storage, handling and hospital policy.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must possess:

- a valid certificate from an agency approved by the California Department of Consumer Affairs, Medical Board of California to practice as a Medical Assistant

7. TRAINING - Training Category = 15

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee’s Signature

Date

Supervisor’s Signature

Date

Reviewing Officer’s Signature

Date